

**NOTICE OF PUBLIC MEETING
OF THE POLICY TEAM
OF THE
EXECUTIVE STEERING COMMITTEE
AND
AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **Policy Team of the Executive Steering Committee For Integration** of the Arizona Criminal Justice Commission and to the general public that the **Policy Team** will hold a meeting open to the public on **November 13, 2008** beginning at **1:30 p.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 145, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

I. Call to Order and Roll Call Chairperson Georgene Ramming

Policy Team Committee Members:

Georgene Ramming, Chairperson
Sharon Allen
Shelly Bunn
Karl Heckart
Bill Kalaf
Michael Keran
Tina Lawson
Al Lucas
Dona Markley
Mike Morrison
Paul O'Connell
Paul Wilson

II. Minutes of the May 29, 2008 Meeting

- Approval of Minutes

P-F-T

III. Disposition Business Process **Pat Nelson**

- Review, discussion, consideration and possible action regarding the assessment of business process and/or legislative changes needed to improve the disposition reporting process for the criminal justice community. **P-F-T**

IV. Arizona Disposition Reporting System (ADRS) **Rene Wilson**

- Information to be provided on the marketing strategy for ADRS to the criminal justice community. **Info**

V. Committee Membership **Georgene Ramming**

- Review, discussion, consideration and possible action on Policy Team Committee member structure and representation. **P-F-T**

VI. Call to the Public

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

VII. Date, Time, and Location of Next Meeting

- The next Policy Team meeting will be held on **February 4, 2009** at **1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

VIII. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

**POLICY TEAM
OF THE
EXECUTIVE STEERING COMMITTEE FOR INTEGRATION
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
November 13, 2008	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 29, 2008 Meeting

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

The Committee approve the minutes of the Policy Team Meeting held on May 29, 2008.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Policy Team of the Executive Steering Committee
Minutes
May 29, 2008**

A public meeting of the Policy Team of the Executive Steering Committee for Integration of the Arizona Criminal Justice Commission was convened on May 29, 2008 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

Members Present:

Shelly Bunn, Maricopa County Sheriff's Office
Karl Heckart, Administrative Office of the Courts
Joe Hindman, Scottsdale Police Department
Bill Kalaf, Arizona Criminal Justice Commission
Tina Lawson, Coconino County Sheriff's Office
Al Lucas, Maricopa County Attorney's Office, Schuyler Southwell representing
Dona Markley, Department of Corrections by conference call
Paul O'Connell, Pinal County Superior Court
Don Thomas, Maricopa ICJIS
Paul Wilson, Pima County Sheriff's Office by conference call

Members Absent:

Georgene Ramming, Chairperson, Department of Public Safety
Sharon Allen, Tucson Police Department

Guests Participating:

Jim Price, Administrative Office of the Courts
Renee Wilson, Department of Public Safety

Staff Participating:

Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Acting Chairperson Shelly Bunn at 1:35 p.m. Roll was taken and a quorum was declared present.

II. Minutes of the February 6, 2008 Meeting

Acting Chairperson Bunn called for a motion on the minutes. Don Thomas entered a motion to approve the minutes of the meeting held on February 6, 2008. The motion seconded by Bill Kalaf passed unanimously.

III. Electronic Citation Presentation

Jim Price, Administrative Office of the Courts, (AOC) gave an overview of the eCitation project. Mr. Price identified court business cases, the process of e-citation applications, electronic data flow and instructions for getting started. The project is divided by case management systems (CMS) and supported by eFiling, electronic document management system (EDMS) and criminal justice information system (CJIS). The advantages of e-citation are: 1) less time spent handwriting tickets; 2) less time filing and retrieving paper; 3) reduced data entry costs and; 4) reduced need for storage. The electronic citations are currently received by six law enforcement jurisdictions through interfaces between photo radar vans, fixed red-light photo vendors, laptop, handheld devices and the courts CMS. Mr. Price also discussed the initial data capture points and how it operates with the AZTEC and non-AZTEC courts.

This agenda item was presented for informational purposes and did not require Committee action.

IV. Arizona Disposition Reporting System (ADRS)

Renee Wilson, Department of Public Safety provided an update on the ADRS project. A recap was given on the improvements made through the ADRS on the web interface and the justice/law enforcement case and records management system. Ms. Wilson explained the ADRS project is developing XML interfaces with AOC that include the new statewide General Jurisdiction and existing General and Limited Jurisdiction CMS. The planned completion date is September 2008. Ms. Wilson also summarized the development of the ADRS/ICJIS interface linking Maricopa County Attorney's Office (MCAO) and the Clerk of the Superior Court (COSC), to include MCAO and ADRS exchanges. The expected completion date is June 30, 2008. The COSC exchanges to ADRS have been placed on hold until the Disposition and Sentencing Minutes Entry Order is automated. Ms. Wilson then reviewed the Pinal County Integrated Justice Information System that is in the planning stages of an ADRS interface with the Pinal County Attorney's Office. The progress to date consists of the ADRS Information Exchange Package Documentation being shared with the Constellation Justice Systems from the County Attorney's CMS to ADRS. This interface will be available statewide to all agencies using Constellation's DAMION Prosecutor Module. Lastly, Ms. Wilson briefed the committee on the latest developments with web-based ADRS. The Phoenix Police Department will be meeting in June to discuss web-based connections and the implementation of the web-based ADRS.

This agenda item was presented for informational purposes and did not require Committee action.

V. Funding Update

Pat Nelson, Program Manager presented the state and federal funding update. On the state front, HB 2620 appropriations bill signaled budget reductions to agencies and their programs. FY08 funding of \$900,000 for ADRS was taken away by the legislature and the FY09 funding of \$800,000 for this program is in jeopardy of being removed. Other programs at risk for funding reductions are DEA, CJEF and Crime Victims. Ms. Nelson further explained that programs in state, local, and city government agencies are all impacted by the hiring freeze. The affect of the freeze has resulted in incomplete grant projects due to the inability to outsource work or to utilize internal resources to manage existing outsourced projects.

On the federal front, Arizona continues to work on the Byrne/JAG funding restoration bill. The senate approved their version for \$490M. The bill includes many competing issues such as the war and non-war domestic spending that Congress will decide. Ms. Nelson then invited the Committee members to discuss how the impact of the reductions is affecting their agencies. Don Thomas spoke on behalf of Maricopa ICJIS.

After discussion of the impact to federal and state budgets, Ms. Nelson presented staff's recommendation of utilizing the five percent Byrne/JAG set aside funding to maintain the ADRS system for FY09 and that any funding in excess of the required amount for ADRS to be considered for the Gerald Hardt Memorial CJRIP grant solicitation.

Joe Hindman moved and Don Thomas seconded the motion to approve using the five percent Byrne/JAG set aside exclusively for direct support to the ADRS system as a funding source for FY09. The motion carried.

VI. Law Enforcement Record Retention Schedule

Janice Simpson, Grant Coordinator presented the results of a study by the Records Retention Workgroup to develop a general record retention schedule for law enforcement agencies. The workgroup was established to gain statewide agency representation, identify the concerns, investigate solutions and consider advanced technology for records management and storage. Ms. Simpson explained the workgroup solicited direction and participation from Arizona Library, Archives and Public Records (LAPR). The group examined varying approaches for retention schedules that include statutory requirements for records, a "bucket" idea to group record types and a "banding" notion to use range numbers.

A statewide meeting was held in August 2007 that included over 70 participants. Presentations at the meeting included Public Records and Open Meeting Compliance, LAPR, Introduction to Paperless Office and Statewide General Retention Schedule for Law Enforcement. The drafted general retention schedule was presented for discussion and feedback among the participants.

In late 2007, Enterprise Wide Imaging Project launched as a government workgroup that served as a point of contact for sharing information, leveraging limited resources and researching

cost effective solutions to records management and storage. SB 1456 bill was also introduced and passed into legislation allowing alternative methods of record storage, protection of records by a custodian and approval from LAPR for safeguard of public records. In March 2008, the records retention workgroup completed the revised statewide general retention schedule and submitted it to LAPR for approval to use as a guide for law enforcement agencies.

This agenda item was presented for informational purposes and did not require Committee action.

VII. AZLink Update

Bill Kalaf, Program Manager gave information on the focused sharing of certain criminal justice information through four regional centers utilizing CopLink. The initiatives covered under the Arizona Criminal Justice Sharing Program include rapid identification from first point of contact through disposition, integrated information query, and support of the federal programs that cross the state borders. AZLink is comprised of law enforcement agencies joined in support of information sharing under a governance structure. Progress to date includes completion of the charter and service agreements and CopLink distributed cost model. Mr. Kalaf shared success stories on the deployment of the Justice Web Interface (JWI) and CopLink, a tactical lead generation and analysis software. The Arizona Department of Public Safety (DPS) applied for a 2FID Rapid Response Identification Information-Led Policing Research, Technology Development, Testing, and Evaluation grant through the National Institute of Justice (NIJ). This project will assist in developing standards for rapid response identification. Twelve law enforcement agencies have agreed to participate in the project. Mr. Kalaf also discussed several initiatives in the works to include, the expansion of 2FID information sharing across states and with federal partners and the use of geospatial technology by Arizona Department of Homeland Security. The Coconino County Sheriff's Office will be sponsoring a Face to Face Federal and State Criminal Justice Information Sharing Meeting in July during the Law Enforcement Pow Wow in Flagstaff, Arizona.

This agenda item was presented for informational purposes and did not require Committee action.

VIII. Call to the Public

Acting Chairperson Bunn made a call to the public. No members of the public addressed the Committee.

IX. Date, Time, and Location of Next Meeting

The next Policy Team meeting will be held on Wednesday, August 6, 2008 at 1:30 p.m. at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

X. Adjournment

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.



**POLICY TEAM
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OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
November 13, 2008	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Disposition Business Process

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

The Policy Team assess and approve proposed legislative and/or business process changes identified by the Disposition Business Process Discussion Group to improve disposition reporting in the criminal justice community.

DISCUSSION:

Over the past four months, criminal justice practitioners have met to review business process challenges as it relates to disposition reporting. As the criminal justice community continues to develop the automated disposition reporting system (ADRS), it is imperative that agencies assess all areas of reporting in order to define and secure business rules for technology solutions.

Information will be presented regarding the discussions held and recommendations for legislative changes governing disposition reporting.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
November 13, 2008	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Disposition Reporting System Marketing Strategy

TO: Chairperson and Committee Members

FROM: Renee Wilson, Department of Public Safety

RECOMMENDATION:

Information Only

DISCUSSION:

Rene Wilson will provide an update on the marketing strategy to be put in place for the Arizona Disposition Reporting System web application.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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TO: Committee Members

FROM: Georgene Ramming, Chairperson

RECOMMENDATION:

The Policy Team review and approve the structure and representation of committee membership.

DISCUSSION:

There are varied challenges facing criminal justice agencies throughout Arizona. The Committee will consider the needs of stakeholders and the level of representation required to adequately address future goals of the Policy Team.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table